



**CITY OF FREDERICK, MARYLAND
COMMUNITY DEVELOPMENT BLOCK GRANT
FY 2024 FUNDING APPLICATION REQUEST
JULY 1, 2024 – JUNE 30, 2025**

Check the Appropriate Box

Public Service Project

Capital Improvement Project

APPLICANT INFORMATION

Organization Name:

Mailing Address:

Director's Name:

Phone:

Director's Title:

Fax:

E-Mail Address:

Agency Website:

Tax I. D. Number:

UEI Number:

Is this organization registered as a charitable organization under Section 501(c)(3) of the Internal Revenue Code?

Yes

No

PROJECT DESCRIPTION AND BUDGET

1. Project Name:

2. Brief Project Summary/Description:

3. Project Location:

4. Project Start Date:

5. Project Completion Date:

6. Total Project Cost:

7. Total CDBG Funding Requested:

8. CDBG Funding Request as a Percentage (%) of Overall Project Budget: _____ %

9. Total # of low/mod clients/households to be served by this project: _____.

Please check which of the following applies: Individuals or Households

10. Indicate the Priority Need that Best Identifies Your Project:

- | | |
|--|--|
| <input type="checkbox"/> Abused Children | <input type="checkbox"/> Senior Services |
| <input type="checkbox"/> Battered Spouses | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Services for the Disabled | <input type="checkbox"/> Homeless Shelter/Transitional Housing |
| <input type="checkbox"/> Infrastructure Improvements | <input type="checkbox"/> Serving the special needs population |
| <input type="checkbox"/> Services for HIV/AIDS | <input type="checkbox"/> Other |

11. Activity eligibility must meet at least one of the Five-Year Consolidated Goals

Select the strategy that best fits the proposed project.

Housing Strategy
<input type="checkbox"/> HS-1 Housing – Increase the supply of decent, safe and sanitary accessible housing that is affordable to owners and renters in the City by assisting with acquisition and development fees.
<input type="checkbox"/> HS-2 Housing Rehabilitation – Conserve and rehabilitate existing affordable housing units occupied by owners and renters in the community by addressing code violations, emergency repairs, energy efficiency improvements, and accessibility for persons with disabilities.
<input type="checkbox"/> HS-3 Homeownership – Assist low- and moderate-income homebuyers to purchase homes through down payment / closing cost assistance, and associated housing counseling.
<input type="checkbox"/> HS-4 Fair Housing – Promote fair housing choice through education training / outreach and affirmatively furthering fair housing.
Homelessness Strategy
<input type="checkbox"/> HMS-1 Housing – Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, permanent supportive housing, and other permanent housing opportunities.
<input type="checkbox"/> HMS-2 Operation/Support – Support providers operating housing or providing support services for the homeless and persons or families at-risk of becoming homeless.
<input type="checkbox"/> HMS-3 Prevention and Re-Housing – Support the Continuum of Care's efforts in prevention of homelessness through anti-eviction activities and programs for rapid re-housing.
Other Special Needs Strategy
<input type="checkbox"/> SNS-1 Housing – Increase the supply of affordable, accessible, decent, safe, and sanitary housing for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through rehabilitation of existing buildings and new construction.

- SNS-2 Social Services** – Support social service programs and facilities for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Community Development Strategy

- CDS-1 Community and Public Facilities/Infrastructure** – Improvements to public buildings and community facilities in the City including public infrastructure through rehabilitation, reconstruction, and new construction of streets; sidewalks; bridges, curbs; walkways; water; storm water management; sanitary sewers; lighting; parks; recreational facilities, neighborhood facilities, and trails including handicap accessibility improvements and removal of architectural barriers.

- CDS-2 Public Services** – Improve and enhance public services, programs for youth, the elderly, and persons with disabilities, and general social/welfare public service programs for low- and moderate-income persons and households.

- CDS-3 Public Safety** – Improve public safety facilities, equipment, crime prevention, community policing, and ability to respond to emergency situations.

- CDS-4 Clearance/Demolition** – Remove and eliminate slum and blighting conditions through demolition of vacant, abandoned, and dilapidated structures.

- CDS-5 Accessibility Improvements** – Improve handicap accessibility improvements and removal of architectural barriers to public and community facilities

Economic Development Strategy

- ED-1 Employment** – Support and encourage job creation, job retention, and job training opportunities.

- ED-2 Development** – Support business and commercial growth through expansion and new development.

- ED-3 Redevelopment** – Plan and promote the development, redevelopment, and revitalization of vacant commercial and industrial sites.

- EDS-4 Financial Assistance** – Support and encourage new economic development through local, state, and Federal tax incentives and programs such as Tax Incremental Financing (TIF), tax abatements (LERTA), Enterprise Zones/Entitlement Communities, Section 108 Loan Guarantees, Economic Development Initiative (EDI) funds, Opportunity Zones, and other programs that may be identified.

- ED-5 Access to Transportation** – Provide operational support for the expansion of public transportation and access to bus and automobile service and facilities serving alternate modes of transportation to assist residents to get to work or training opportunities.

12. What National Objective(s) does your project fit under:

- Benefits low- and moderate-income persons;
- Aids in the prevention or elimination of slums and blight; or
- Meets another community development need of particular urgency.

13. Description of Project & Grant Request:

Please describe the activities to be carried out through this funding request (include attachments):

- *Describe the full details of the activity being undertaken with CDBG funds (who, what, where and how).*
- *Describe, and quantify where appropriate, the services and outcomes that will be provided as a result of the expenditure of CDBG funds.*
- *How will these services be delivered?*
- *Why are CDBG funds needed to support the project?*
- *How will the CDBG funds leverage other funds?*

14. Project Service Area:

The Project Service Area refers to the location where project beneficiaries reside or where clients accessing services reside. A Project Service Area may be a broader area that is beyond the actual location of a physical site.

- *Describe the Project Service Area using street boundaries, census tracts, or other recognizable boundaries – if a proposed project/service is available to all Frederick residents, state the service area as city-wide. (Keep in mind the project must serve Frederick residents, regardless of the organization's physical location.)*

15. Describe the Clientele you intend to serve:

The organization must ensure that individuals or households benefiting from CDBG funding are low- and moderate-income. For Public Service Projects, documentation demonstrating this MUST be obtained for each client. This information will be used to measure the project's performance outcome.

Please answer the following questions:

- *Is the project serving individual clients or households?*
- *If there is a target population served, explain how the population is selected, income qualified, and monitored.*

- *Describe the process of collecting data for individuals or households and explain what documentation your organization collects to determine income status (i.e. self-surveys, pay stubs, tax forms, bank statements, sworn statements, etc.).*

16. Describe the objectives, performance measures, and outcomes the project will achieve (Public Service projects only):

The organization must delineate the goals and outcomes the project is expected to achieve. For Public Service projects, documentation MUST be obtained for each client served. This information will be used to measure the project's performance outcome including direct impact on low- and moderate-income individuals or households or neighborhoods. Priority will be given to activities that have a clear plan, consistent with the budget and demonstrates the applicant has the capacity to implement the proposed plan.

Please answer the following questions:

- *Activity should establish a goal for the number of clients served either as a new service or expansion of an existing service in response to an identified unmet or underserved need.*
- *Activity should enable and empower those served to achieve their highest level of self-sufficiency. The activity should indicate long-term solutions with quantifiable outcomes of serving the project clientele.*
- *The activity should provide clearly stated goals and evaluation criteria that are specific, measurable, and realistic.*

FY 2023 Income Limits
Washington-Arlington-Alexandria, DC-VA-MD

2023 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Extremely Low - 30% median income or below	\$31,650	\$36,200	\$40,700	\$45,200	\$48,850	\$52,450
Very Low – 50% of median income	\$52,750	\$60,300	\$67,850	\$75,350	\$81,400	\$87,450
Low – 80% of median income	\$66,750	\$76,250	\$85,800	\$95,300	\$102,950	\$110,550

LMI Clientele Table
(Based on the income guidelines listed above)

Low/Moderate Income Persons or Households:	Total Number of Individuals or Households:
30% of median income or below	
30 - 50% of median income	
50 - 80% of median income	
Uncapped Limit	
Total # Served:	

17. Agency Description & Experience:

Briefly describe the following:

- *Mission of the organization.*
- *Experience of the organization in carrying out the proposed activities/services.*
- *Length of time the organization has provided the proposed activities/services.*
- *Describe how your organization markets its services to clients/consumers. How do clients access your services and programs?*
- *What are your hours and days of operation?*

- List the names of the board of directors and describe the staff and volunteers who will be involved on this project (including the training of volunteers).

18. Budget Breakdown:

Please fill out this budget to support your CDBG project request. The final program budget will be incorporated into the organization’s subrecipient agreement with the City. Please state the USE OF FUNDS and provide a BRIEF DESCRIPTION for each budget line item. If this budget is not filled out fully, your application will be incomplete.

Uses of Funds (Budget):

Use of Funds	Budget
1. Use of Funds. Brief Description.	\$
2. Use of Funds. Brief Description.	\$
3. Use of Funds. Brief Description.	\$
4. Use of Funds. Brief Description.	\$
5. Use of Funds. Brief Description.	\$
6. Use of Funds. Brief Description.	\$
Total:	\$

Sources of Funds:

Source	Budget	Committed (Yes/No)
1.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total:	\$	

Time Schedule:

Task	Date
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

19. Supporting Documents

Please attach copies of the following items:

- *Articles of Incorporation and Bylaws*
- *Current List of Board of Directors*
- *Certified Organization Audit/Financial Statements of most recent year*
 - *Copy of OMB A-133 Audit (required if \$750,000 in aggregate Federal funds expended), or*
 - *Financial statements audited by a CPA (only if not qualified for A-133)*
- *IRS 501(c)(3) Designation Letter (Pending letters will not be accepted)*
- *Most recent IRS Form 990 submittal (or tax return).*
- *Form W-9 (can be obtained at www.irs.gov)*
- *Current Fiscal Year Agency Budget, including all funding sources*
- *Commitment letters from non-CDBG sources or evidence of application for other funds, if available*
- *Most recent annual report*
- *Job Descriptions for this activity/project (for public service projects paying salaries)*
- *Organizational Chart.*
- *Other appropriate information about your project or organization (annual reports, maps, brochures, newsletters, news articles, etc.)*
- *Drawings, color photos, work summary, and cost estimates (for capital improvement projects)*

Applications and attachments are due to the City of Frederick, by **3:00 p.m. on January 31, 2024**. For your application to be accepted, it must contain the attachments listed above. Please use the checklist provided.

Completed applications may be submitted via email to cdbg@cityoffrederickmd.gov or by hard copy to 100 South Market Street, Frederick, MD 21701, Attn: Rebecca Gramling, CDBG Program Manager by the required deadline.

If you have any questions or would like guidance in completing this application, please contact Ms. Gramling at (301) 600-3946, or via email at rgramling@cityoffrederickmd.gov.

CERTIFICATION

I hereby certify that the contents of this application are true and correct to the best of my knowledge and belief, that I am authorized to file this application on behalf of the named organization, and that that this packet contains all materials requested.

Printed Name

Title

Signature

Date

CHECKLIST

- Articles of Incorporation and Bylaws
- Current List of Board of Directors
- Certified Organization Audit/Financial Statements of most recent year
 - a. Copy of OMB A-133 Audit (required if \$750,000 in aggregate Federal funds expended), or
 - b. Financial statements audited by a CPA (only if not qualified for A-133)
- IRS 501(c)(3) Designation Letter (Pending letters will not be accepted)
- Copy of IRS Form 990 filed for most recent year
- Form W-9 (can be obtained at www.irs.gov)
- Current Fiscal Year Agency Budget, including all funding sources
- Commitment letters from non-CDBG sources or evidence of application for other funds, if available.
- Most Recent Annual Report
- Job Descriptions for this activity/project (*for public service projects paying salaries*)
- Organizational Chart
- Any other appropriate information about your project or organization (annual reports, maps, brochures, newsletters, news articles, etc.)
- Drawings, color photos, work summary, and cost estimates (*for capital improvement projects*)